

## Chapter 6 - Financial Order - FRD

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## Financial Order

### Accessing the Financial Order Screen:

Financial Orders may be added to the juvenile system in one of two ways.

1. If the financial information being entered is part of an event previously entered, add the financial information by entering the case number, suffix number, petition number and the event number associated with the financial information. The event information will be displayed on the financial order screen.
2. If the financial information being entered is not associated with an existing event, add the financial information by entering FRD in the Next Tran field, Add in the type field along with the case number, suffix number and petition number you wish to add this information to. You will then be required to enter the event information on the financial order screen.

### Probate Next Tran Line:

NXT	TRAN	P	FRD	TYPE	ADD	CASE	NBR	_895019	REC	NBR	____
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### Juvenile Next Tran Line:

NXT	TRAN		FRD	TYPE	ADD	CASE	NBR	_895019	___	PET	_8950191	EVT	____	PTY	___
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**Juvenile Financial Order Add:**

The following screen is the juvenile financial order add screen.

[illegible]

Following is a description of the highlighted fields for the financial order screen.

**~Event Number~**

The event number is automatically assigned by the system. When adding a financial order without an existing event this number will always be the next sequential number in the event file.

**~Event Date~**

The event date will automatically default with today's date. If this is not correct, you can override this and enter any previous date.

**~Charge~**

the charge field is used to identify a particular charge for these financial orders to be tied to.

~Type~

The type field is used to identify the type of event you are adding these financial orders to. You can prompt from this field and choose any event type.

## ~Comments~

The comments field will automatically fill in with the description of the event type that you selected. You can override this comment by typing your own comment on this line.

**~Jurist~**

The jurist field is used to specify which jurist was involved with this event if there was one. Prompt by pressing <F4> the system will display a list of all jurist numbers for your selection.

**~Attorney~**

The attorney field is used to specify the attorney that was involved with this event if there was one. Prompt by pressing <F4> the system will display a list of all attorney's for your selection.

**~Cost Type~**

The cost type field is used to specify the type of financial order you are assessing. You are allowed to enter six (6) cost types per event. Cost types are taken from the price file maintenance screen. Prompt by pressing <F4> the system will display a list of all cost types that you can choose from.

**~Order Amount~**

The order amount field is only used when the responsible party is ordered to pay in periodic payments.

NOTE: Only use this field if periodic payments have been ordered for this order.

**~Frequency~**

The frequency field determines how often they have to pay the amount that you entered in the order amount field. The possible choices for this field are listed below. You can also prompt this field by pressing <F4>.

B	=	Bi-Weekly
D	=	Daily
M	=	Monthly
Q	=	Quarterly
W	=	Weekly
Y	=	Yearly

**~Party Num/Type~**

This field is used to tell the system who the responsible party is for this cost type. You can type in the party type if you know it.

By pressing <F4> the system will display all parties that have been entered on the party screen.

If the party you want to order this amount to is not there, you can press <F15> to add additional parties.

The party number will be supplied by the system according to the number on the party screen.

NOTE: You can't order the same party to pay the same cost type twice on the same event.  
You can order different parties to pay the same cost type on the same event.

**~Total Order Amount~**

This field is used to enter the total amount ordered for this cost type if this amount is in a lump sum. If the order is using periodic payments and you entered a total order amount, the system would stop calculating payments when this amount is reached.

**~Begin Order~**

This field is used to enter the date the payments are to begin, in month, day, century and year format (MMDD CCYY). If this field is left blank, the system will automatically enter the event date used for this financial order.

**~End Order~**

Enter the date the periodic payments (if applicable) are to end in month, day, century, year format (MMDD CCYY). The system will automatically keep this field at the current date or the date that the financial order was paid in full.

**~Form Number Requested~**

Enter the SCAO form number that you want to generate.

**~Sign Jurist~**

Enter the bar number of the jurist that will be signing the form you are generating.

**Probate Financial Order Add:**

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Court ID: P 44 ANGIE
Financial Order ADD
Release : 016

Case # 00895019
77771001 Case Type GA Filed 101 2002
Name SOCIAL SECURITY,,

Evt Num  Evt Date
1      611 2003

Cost      Order      Party      Total
Type      Amount      Num Type      Order amt      Begin order      End order

Nxt Tran P FRD Type ADD Case# 00895019 Rec nbr
F1=Help      F2=Nxt Tran      F3=Exit      F4=Prompt      F6=System      F7=Restart
F8=Civil      F9=Name Inq.      F13=Notes      F14=Dkt.Inq      F16=Inv.Cal

b MW 12/002
Connected to remote server/host OSMSOUTH using port 23
\\SCAO\IN54QLS on Ne05:

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All fields for the probate financial order add screen are the same as the juvenile financial order except for the petition number. In probate, the system assigns a petition number and you do not assign the order to a specific party. The event is generated from the system, you do not have to assign to an event.

## Financial Order Modify:

Court ID: J 44 ANGIE      Financial Order MOD

Case # 00000216 1      Case Type DL      Filed 210 2000  
 Name TEST NAME,,

Cost Type	Order Amount	Freq	Party Num	Type	Total Order amt	Begin Order	End Order	Petition	Evt
RST			J01		200.00	329 2001		00000002	5
RST			2 F01		400.00	329 2001		00000002	5

Bottom

Nxt Tran    FRD Type MOD    Case# 00000216 1    Petn# 00000001    Evt#    Party

F1=Help    F2=Nxt Tran    F3=Exit    F4=Prompt    F6=System    F7=Restart

F8=Probate    F9=Name Inq.    F13=Notes    F14=Dkt.Inq    F16=Inv.Cal

MA b      08/002

1902 - Session successfully started      \\SCAO\1\N54QLS on Ne05:

The financial order modify screen lists all financial orders for a case. You only need to enter the case number and suffix number. You may modify only the total order amount and date fields if adjustments, payments or credit memos have been applied. You may modify any field if there have been no payments credits or adjustments applied.

### Deleting a Financial Order:

To delete a financial order, blank out all fields except the petition and event numbers and press <Enter>. You may only delete if there have been no payments, credits or adjustments applied to the order.